



## **Administrative Project Officer**

**Health Information Technology Exchange of CT  
East Hartford, CT**

The Health Information Technology Exchange of Connecticut (HITE-CT) is seeking a qualified Administrative Project Officer (APO) to support the CEO in the day-to-day operations of a growing organization. The successful candidate will help establish and perform required office functions including Human Resources, Finance (including accounting), Procurement, Information Technology (including website administration and document management) and Operations (including records management). Other responsibilities include grant management and reporting; board and committee management; contract management; coordinating special meetings and events; tracking and managing key program deliverables; milestones, and schedules; and management of interns.

Higher level tasks may include grant writing; development of a funding strategy; creating partnerships with other organizations; and representing HITE-CT on boards, committees, and in meetings with key stakeholders, vendors, and customers. The ability to maintain cross-team communication, foster strong relationships, and work collaboratively with a diverse group of stakeholders including physicians, administrators, government, researchers, and payer organizations is essential.

Minimum qualifications: Bachelor's degree in business or a related discipline and PMP certification, 7-10 years professional experience with supervisory experience; proven ability to administer and supervise day-to-day operations, work independently, identify and resolve problems; demonstrated ability to plan and organize projects; excellent interpersonal skills with the ability to work effectively across a variety of groups; knowledge of health information exchange.

Preferred Qualifications: Masters or Ph.D.; demonstrated experience in Human Resources, Finance, grant management and writing; experience with implementing health information technology and health information exchange.

This is a full-time, permanent position. Salary is commensurate with qualifications and experience.

This position will remain open until filled.

The Health Information Technology Exchange of Connecticut is an Equal Employment Opportunity/Affirmative Action Employer. All positions are designed as security-sensitive positions and are subject to background checks prior to employment.

Please apply for this position by submitting your resume via [www.indeed.com](http://www.indeed.com) (Search HITE-CT)